



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### **AGENDA ITEM**

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Report: Contract Amendment for the Tenant Improvements at the Glendale Police Department Crime Lab

1. Motion Amending Construction Contract 8001466 with Dorado Design and Construction, Inc., increasing the contract amount by \$15,000.00 for the installation of low voltage cabling at the Computer Forensic Laboratory
2. Resolution of appropriation for \$15,000 from Police Department General Fund Accounts to the Project Account

### **COUNCIL ACTION**

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**Item Type:** Consent

**Approved for** March 22, 2022 **calendar**

### **EXECUTIVE SUMMARY**

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On September 28, 2021, City Council awarded a contract to Dorado Design and Construction, Inc. ("Dorado") for the Tenant Improvements at the Glendale Police Department Crime Lab project. On November 8, 2021, the City executed a construction contract with Dorado in the amount of \$285,000 plus a 10% contingency of \$28,500. Dorado began construction on November 16, 2021 and achieved substantial completion on December 27, 2021. The project is yet to be occupied due to lead time in delivery of the office and lab furniture. In order for Police Department staff to be able to perform forensic examinations of electronic devices, additional low voltage cabling is needed which was not part of the original contract scope. The remaining contract contingency is not adequate to cover this needed additional cabling. A resolution of appropriation is needed to cover this additional work.

## **COUNCIL PRIORITIES**

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Fiscal Responsibility: Effectively using available grant funding for projects that achieve public good.

Community Services and Facilities: Provide adequate space for Police Department laboratories to operate efficiently.

## **RECOMMENDATION**

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That the City Council approve the Motion amending the contract with Dorado Design and Construction, Inc., to include the work necessary for the installation of low voltage cabling at the Computer Forensic Laboratory, increasing the contract amount by \$15,000, and directing the City Manager or his designee, to execute the Amendment. Staff also recommends approval of a resolution of appropriation to cover these additional project costs.

## **BACKGROUND**

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Computer Forensic Laboratory conducts computer forensic examinations on cell phones, computers, digital storage devices, Cloud data, and other digital media. The computer forensic network is run separately from the Police Department Network in order to prevent malware and viruses from infecting the City's network. Examiners may need access to websites or resources that are blocked by the City's firewall or Web-filtering software, or that trigger alerts on the network. The easiest way to ensure privacy and eliminate false alarms is to install dedicated lines. The computer forensic lab also uses hardware which, due to confidentiality and technology, requires a connection to the vendor in order to use the forensic equipment. In addition, they often conduct investigations dealing with explicit and/or graphic materials that requires isolation from the City's network. This dedicated low voltage cabling was inadvertently omitted from the original project scope.

## **ANALYSIS**

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Currently, all of the construction work has been completed and the 10% contingency has been utilized for unforeseen conditions that were encountered during the construction phase. For example, when the old carpet was removed it was discovered that the subfloor was damaged and had to be repaired. The remaining contingency was used for additional fire sprinklers, additional electrical wiring and receptacles, and to reinforce an interior wall. Due to the additional cabling that is needed, Public Works is requesting an increase in the contract amount with Dorado. Utilizing Dorado for this work is the best option since they are familiar with the work site and security needs for this project, plus they are already mobilized on site.

## **STAKEHOLDERS/OUTREACH**

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No outreach was performed because the laboratory is an internal service provider and not accessible to the public.

## **FISCAL IMPACT**

The installation of low voltage cabling for the Tenant Improvement project at the Police Department Crime Lab will cost \$15,000, which was approved as a part of the FY 2021-22 budget. No new appropriation is being requested at this time, however, staff is requesting to shift appropriations from the Police Department's General Fund Budget into a project account string. The appropriation request is outlined below:

<b><u>Existing Appropriation</u></b>			
<b>Amount</b>	<b>Account String</b>	<b>Funding Source</b>	
\$34,591	GL: 43110-4010-GPD-0020-P0000 PL: GPD00200CN	CIP Fund	
<b><u>Requesting Appropriation</u></b>			
<b>Amount</b>	<b>From (Account String)</b>	<b>To (Account String)</b>	<b>Funding Source</b>
\$11,363.22	GL: 51000-1010-GPD-7001-P6238-	GL: 43110-4010-GPD-0020-P0000- PL: GPD00200CN-	Police General Fund
\$3,636.78	GL: 45350-1010-GPD-7000-P6301-	GL: 43110-4010-GPD-0020-P0000- PL: GPD00200CN	Police General Fund

## **ENVIRONMENTAL REVIEW**

This project is Categorically Exempt under the provisions of the California Environmental Quality Act (CEQA) as a Class 1 exemption pursuant to the California Code of Regulations, Title 14, Section 15301.

## **CAMPAIGN DISCLOSURE**

This item is exempt from campaign disclosure requirements.

## **ALTERNATIVES**

Alternative 1: Amend the Contract (8001466) with Dorado Design and Construction, Inc., adding a not-to-exceed amount of \$15,000 for the installation of Low Voltage cabling at the Computer Forensic Laboratory and resolution of appropriation to provide adequate funding for this additional work.

Alternative 2: Do not amend the Contract. In which case the Computer Forensic Lab will not be able to operate until a separate specification and bid process can be completed.

Alternative 3: Consider any other alternative not proposed by staff.

## **ADMINISTRATIVE ACTION**

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**Submitted by:**

Arthur Asaturyan, Project Manager

**Approved by:**

Roubik R. Golanian, P.E., City Manager

## **EXHIBITS / ATTACHMENTS**

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None.